

 <p style="text-align: center;">STATE OF NEVADA DEPARTMENT OF PRISONS</p> <p style="text-align: center;">ADMINISTRATIVE REGULATIONS</p>	A.R. No. 345	Page <u>1</u> of <u>3</u>
	Attorney General Review Date: 10/3/89	Effective Date: 2/1/90
	Supersedes: AR 345 dated 9/1/83 IB 89-3 dated 10/20/89	
CHAPTER: PERSONNEL AND TRAINING	Subject: Employees-Inmates, Ex-Inmates, Parolees and Probationers Relationships	

I. PURPOSE

To advise all Department of Prisons employees of the expectations and prohibitions relating to the relationship between employees and inmates, ex-inmates, parolees and adult probationers.

II. AUTHORITY

NRS 209.131.

III. POLICY

Employees of the Department of Prisons shall maintain a courteous and professional demeanor in their association and relationships with inmates, ex-inmates, parolees and adult probationers, at all times, and shall adhere strictly to the regulations concerning the relationships to be observed by personnel toward inmates, ex-inmates, parolees, and adult probationers and their families.

IV. DEFINITIONS

- A. Authorized Contact -- Contact which is a requirement of assigned duties or which has been specifically approved by the Warden/Division Head upon written notice.
- B. Authorized Association -- Association in legitimate community group activities (i.e. churches, P.T.A.'s, etc.)
- C. Incidental Contact -- Contact occurring merely by chance or without intention or calculation. Employee must excuse himself/herself from the contact within a few moments, maintaining a courteous but professional demeanor.
- D. Undue Familiarity -- Written or verbal communication that is not appropriate or suitable, improper, excessive or unauthorized. Any contact/association which is not considered authorized or incidental shall be considered undue familiarity. It is the responsibility of every employee to report any instance of undue familiarity whether personally involved or otherwise.

SUBJECT: Employees-Inmates, Ex-Inmates, Parolees
and Probationers Relationships

V. PROCEDURE

- A. Relationships -- Employees must not engage in undue familiarity with inmates, ex-inmates, parolees, or adult probationers, or the family and friends of inmates, ex-inmates, parolees, or adult probationers.
1. Whenever there is a reason for an employee to have personal contact or discussion with an inmate, ex-inmate, parolee, or adult probationer or the family of inmates, ex-inmates, parolees, and adult probationers, the employee must maintain a helpful but professional attitude and demeanor.
 2. Unless assigned duties require or specific permission has been granted by the Warden or Division Head, personnel shall not, in any way deliberately contact or correspond with inmates, ex-inmates, parolees, or adult probationers, or any member of their family.
 3. Association between personnel and ex-inmates, parolees, or adult probationers or any member of their family in normal community activities involving groups, such as churches, PTA's, etc., is authorized.
 4. If an employee is contacted under any circumstances by an inmate, ex-inmate, parolee, or adult probationer, or his/her family, the employee shall immediately report this fact to the Warden or Division Head through their normal chain of command, during normal working hours. If after normal working hours, no later than the beginning of the next work day.
 5. Employees will not discuss with inmates confidential matters regarding other inmates, ex-inmates, parolees, or adult probationers, or departmental issues, or matters relating to other employees' personal lives.
- B. Transactions -- Employees will not trade, barter, lend or otherwise engage in any personal transactions with any inmate, ex-inmate, parolee, or adult probationer, or their families.
1. Employees must not directly or indirectly give to or receive from any inmate, ex-inmate, parolee, or adult probationer, or member of the family of an inmate, ex-

EFFECTIVE DATE 2/1/90

AR # 345

Page 3 of 3

SUBJECT: Employees-Inmates, Ex-Inmates, Parolees
and Probationers Relationships

inmate, parolee, or adult probationer, anything in the nature of a tip, gift, or promise of a gift.

2. Employees must not assist an inmate, ex-inmate, parolee, or adult probationer, in the preparation of any legal document, or give any form of legal advice or service, except as specifically authorized by the Warden.
3. Business relationships or transactions, partnerships, loaning of money or services, close personal association, dating or marriage and legal or financial transactions of any sort are prohibited.



DIRECTOR RON ANGELLONE
NEVADA DEPARTMENT OF PRISONS

Oct 20 1989
ISSUE DATE

THIS PROCEDURE SUPERCEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT. APPROVED BY PRISON BOARD - 1/8/90.